

Dear Parents/Carers

19th October 2016

ELECTION OF A PARENT GOVERNOR

Nominations:

We have a vacancy for one parent governor on the school's governing body. Governors act to manage the strategic role of the school and also as critical friend. Governors take an overview of the whole school. The main Governing Body and the committees meet in the evening every half-term. It should be noted that this is a time consuming job and you would be expected to attend all meetings. You will also be required to attend governor training courses on a regular basis. Governors are also encouraged to visit the school during the working day at least twice during the year. Mr A Barnes, Chair of Governors, or I would be very pleased to give you more information if you are thinking of applying. Alternatively, please see ***"Everything you ever wanted to know about being a governor, but were afraid to ask"*** which gives detailed information about being a governor and can be found on our website under the governor heading.

Please be aware that regulations require everyone elected or appointed to a governing body to undergo a pre-appointment check which includes an enhanced criminal background check. This is to ensure the safety of the pupils. A parent who is paid to work at the school for more than 500 hours in a school year, or is an elected member of the LEA, may not stand for election.

If only one parent applies, then they will be deemed elected unopposed.

The term of office for all governors is four years. If you are elected you may serve the full term of office, if you wish, even if your child leaves the school before your term of office finishes.

If you would like to stand for election please complete and return the attached form to the school office **by Wednesday 2nd November 2016 at 9.00 a.m.** You will also need to ask another parent of a pupil at our school to sign the nomination form.

Please give brief details about yourself (**not more than 80 words**) on the form.

NB: If an election is needed these details will be copied and sent out to all parents with the ballot papers.

Election:

If an election is necessary ballot papers will be sent out on Monday 7th November 2016.

Only parents of children registered at the school are entitled to stand or vote in the election. Each parent will be sent one ballot paper regardless of how many children they have at the school, and each parent will have one vote per vacancy. The ballot will be secret and you will be notified of the result as soon as possible afterwards.

If you have any questions about whether you are eligible to stand or vote in the election or about anything else in this letter, please do not hesitate to contact me.

Yours sincerely

Mr T Gately
Headteacher
Enc.



ELECTION OF PARENT GOVERNORS AT

TWO WATERS PRIMARY SCHOOL

NOMINATION FORM

Your name
 (Mr/Mrs/Miss/Ms/Dr)

Address

I have a child at the school and hereby nominate myself for election as a governor. I understand that if elected I will have to undergo a pre-appointment check. Biographical details **(80 words maximum)** for circulation with the voting paper are given below/overleaf.

Signature

Seconded* by:
 (Mr/Mrs/Miss/Ms/Dr)

Address

Signature

**The seconder must be a parent of a pupil at the school.*

Biographical details (80 words maximum). These may be sent on a separate sheet of paper.

Your completed nomination form must be returned to the school office by:
WEDNESDAY 2ND NOVEMBER 2016 AT 9.00 A.M.

